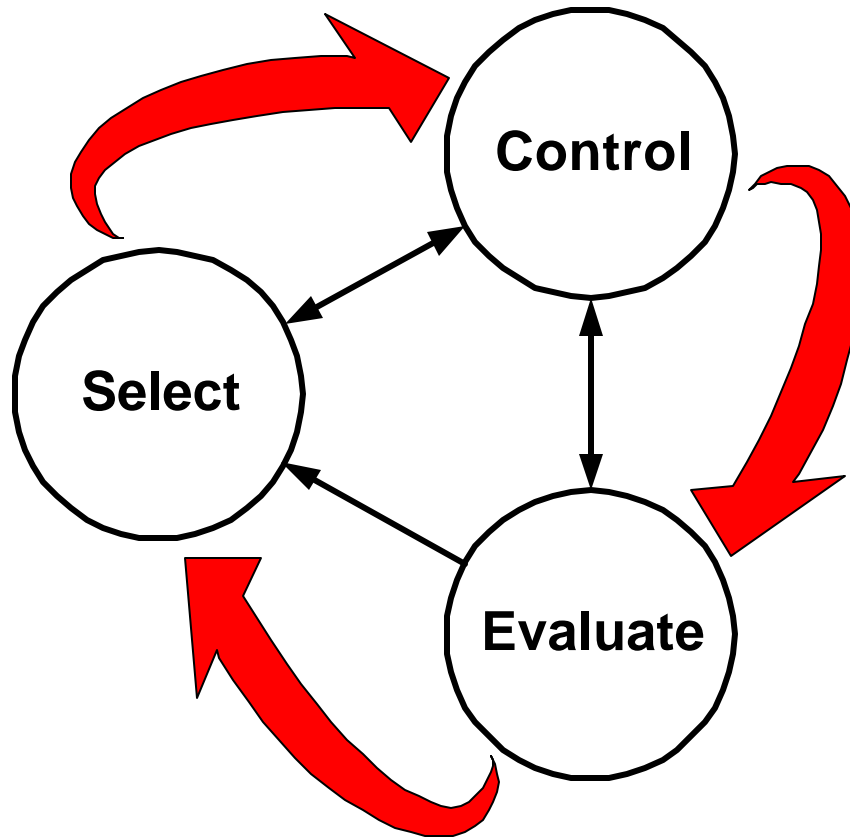


Guidelines For The EA Investment Management Process

There are three phases in the EA Investment Management Process model that the Enterprise Architecture (EA) Team is following. They are (1) select, (2) control, and (3) evaluate.



The recommended guidelines for each phase, as agreed to by the EA Team, follow.

Select

- There will be a semi-annual call and proposal review by the EA Team.
- Proposals can be submitted at any time during the year, but would only be evaluated at the next review.
- For “high priority” items, requests will be discussed with the appropriate BIO; the BIO will present the case to the EA Team; the Team will decide if it should go forward or not.

- Instructions for completing proposals will include:
 - A definition and examples of “enterprise systems”.
 - The Evaluation Criteria the EA Team will use.
 - A list of BIOs and the business areas they are responsible for.
 - Language to contact the BIOs for assistance in preparing proposals.
- The Evaluation Criteria and Proposal Input forms have been revised.
- The following is a tentative schedule for the semi-annual calls:

• Call for Proposals	May 1 st and December 1 st
• Clarification Requested	May 15 th and December 15 th
• Proposals to EA Team For Evaluation/Rating	June 1 st and January 1 st
• Prepare Report	July 1 st and February 1 st
• Report Completion & Distribution	July 31 st and February 28 th
• Implementation Planning Begins	August 1 st and March 1 st
- The clarification/completeness reviews will be done by the BIOs for the associated business processes.
- For the EA Team evaluation process:
 - A hard copy of all proposals will be provided to the evaluators, along with ITD cost and technical assessments.
 - A spreadsheet will be provided for evaluators to electronically submit their ratings.
 - Rating summaries will be provided to the evaluators before the consensus meeting.
 - BIOs will evaluate all proposals, including those submitted by or through the BIO and those within the BIO’s area of responsibility.
 - The Evaluation Consensus Meeting must consist of 80% of the BIOs (8) and 75% of Other Members (3).

Control

- The status of the selected EA projects will be reported quarterly to the EA Team.
- The reporting will be on the calendar quarter (March, June, September, December) as an agenda item of a regular EA Team meeting.
- If the project performers believe an issue needs to be addressed before the next quarter, they can request that a status of that project be reported at the next EA Team meeting.
- The status will provide enough information for the Team to evaluate and decide if the project:

- should continue as planned;
 - should be modified to better meet mission requirements;
 - development should be accelerated; or
 - should be cancelled.
- The status report will consist of accomplishments, percent completed, milestones, and any issues.
 - The Applications Architect will present the status report.
 - Feedback will be provided to the proposer from the ITD Director and/or BIOs as necessary.
 - For projects slated for cancellation, the proposer and/or domain expert will be afforded the opportunity to provide additional information at the next EA Team Meeting.

Evaluate

- This is a post implementation review of the project, i.e., all work completed and system is operational for six months to one year.
- To gather this information, the following can be done.
 - The proposer and user can be surveyed.
 - The track record of system operation can be documented.
 - Measure mission performance in terms of actual versus what was projected in the proposal submission.
- The following can be done to attempt to quantify cost/productivity savings.
 - Collect a summary of efficiencies gained.
 - Calculate actual cost savings.
 - Verify the system is meeting the benefits stated in the proposal.
 - Document a measurement of actual costs.
- The Enterprise Architect (business analyst) will define measurements at the end of the project and determine when the measurements will be made.
- Attempt to verify the quality of data from the system.
- Prepare a trend analysis of the surveys taken, i.e., what percentage has hit the mark, are we getting better at meeting requirements over time, etc.
- If the evaluation brings to light a desired modification, the proposer can resubmit a proposal to the Selection process.